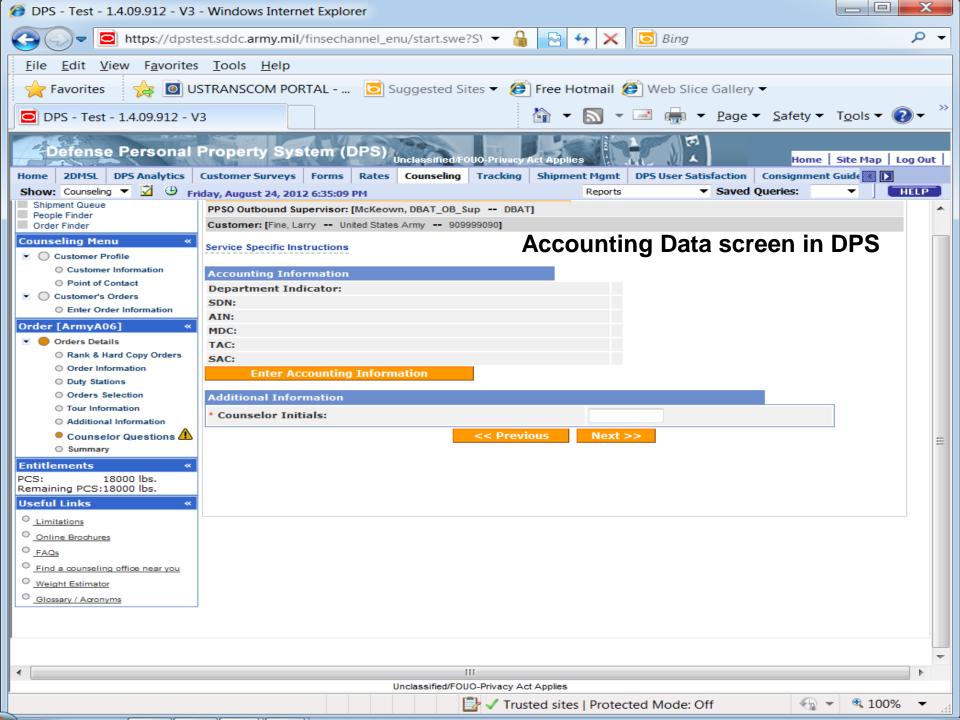
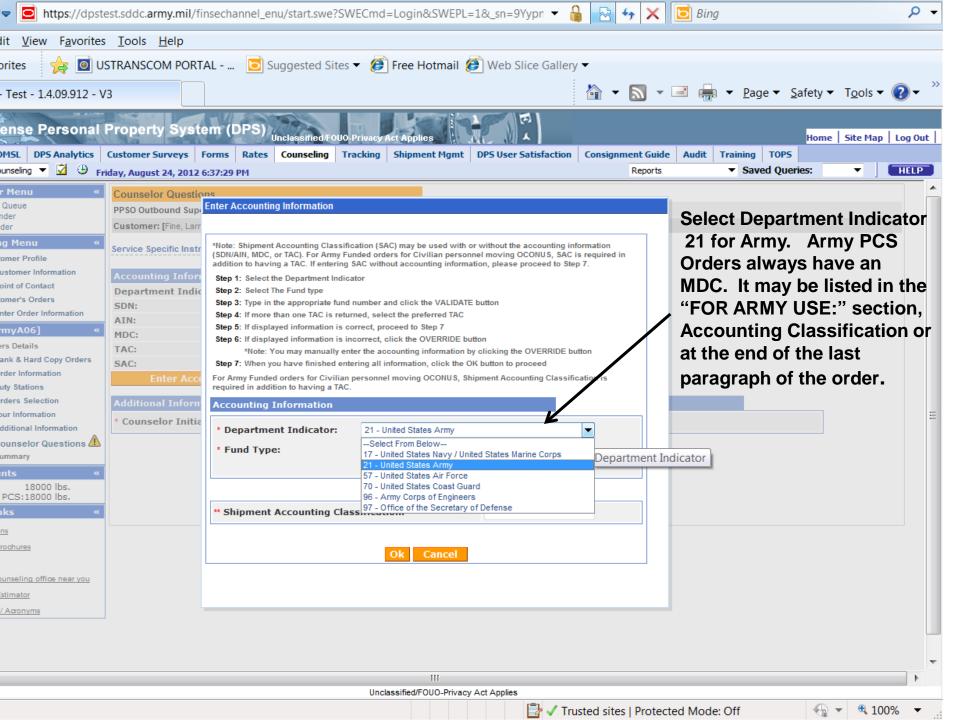
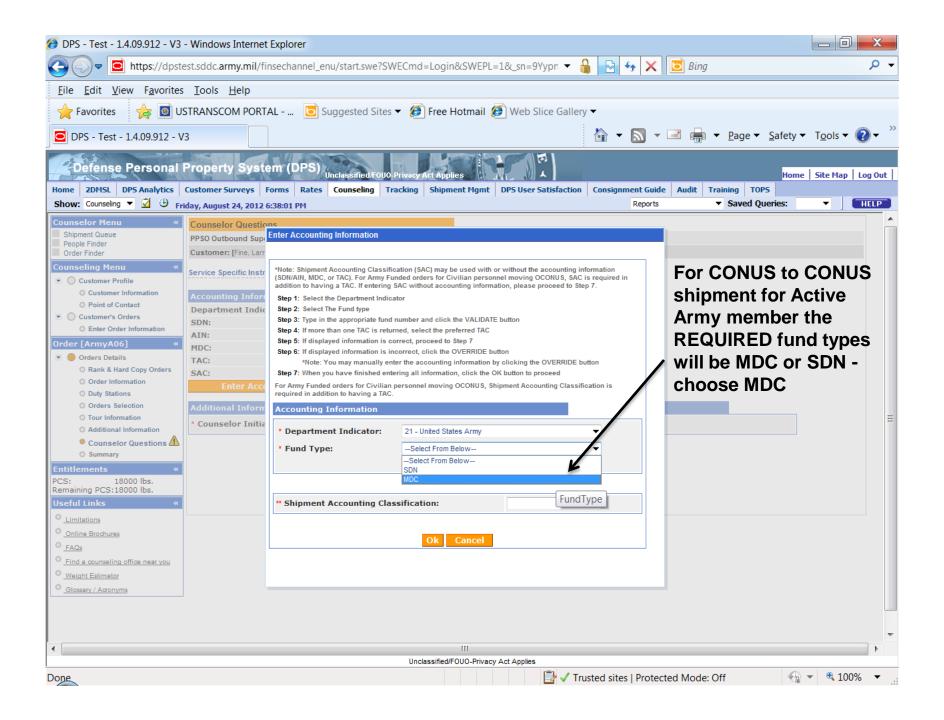
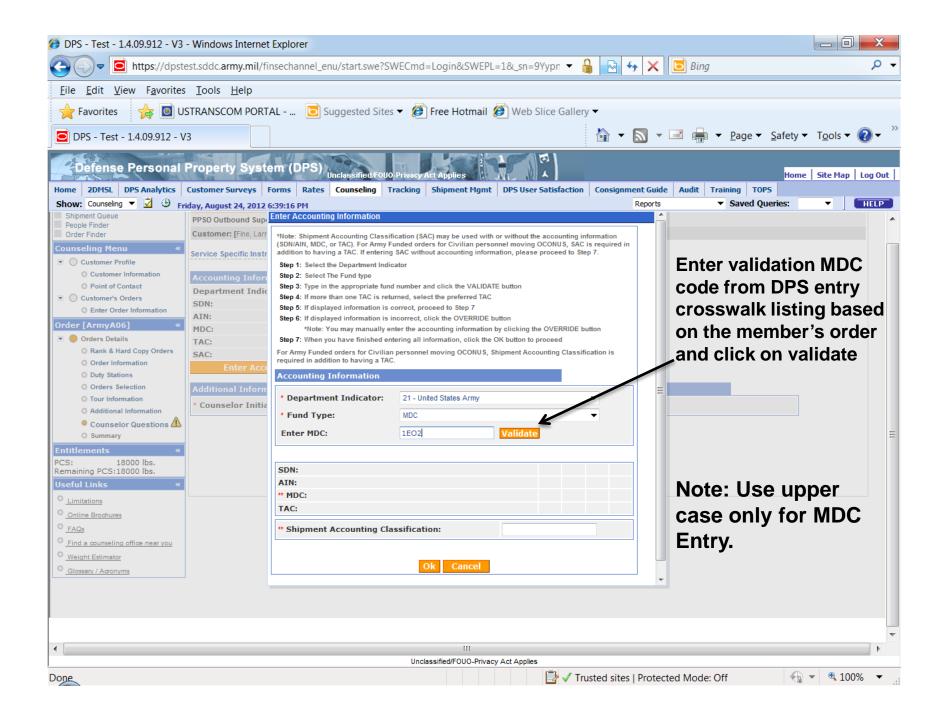
How to enter
Active ARMY
Permanent Change of Station (PCS)
* Pages 2-8 Conus to Conus
* Pages 9-13 All Others
*Page 14 SDN Creation for entry in SAC field

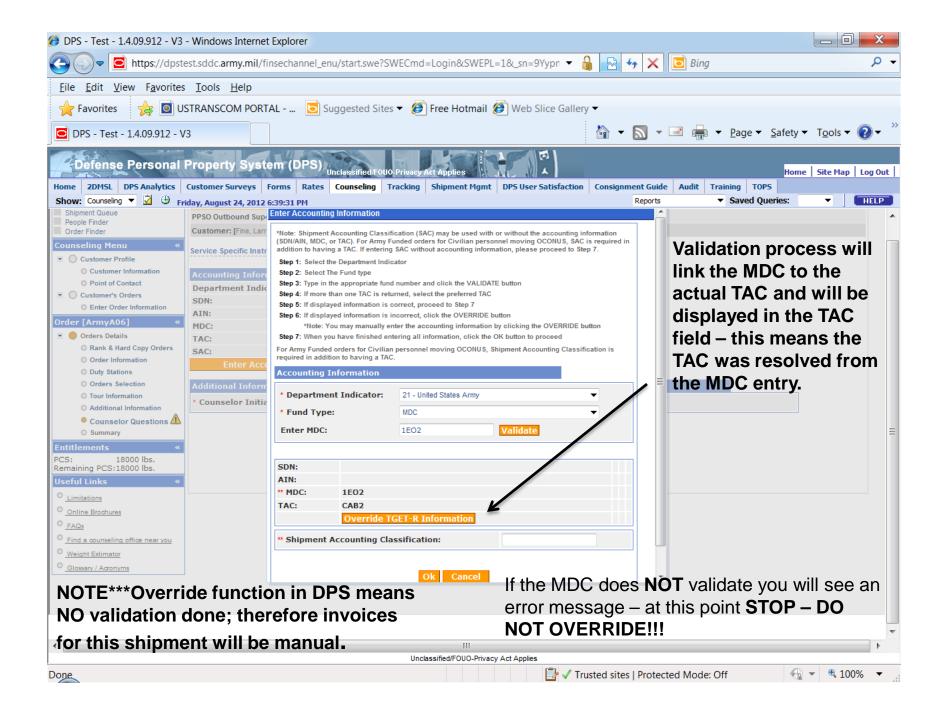
September 7, 2012

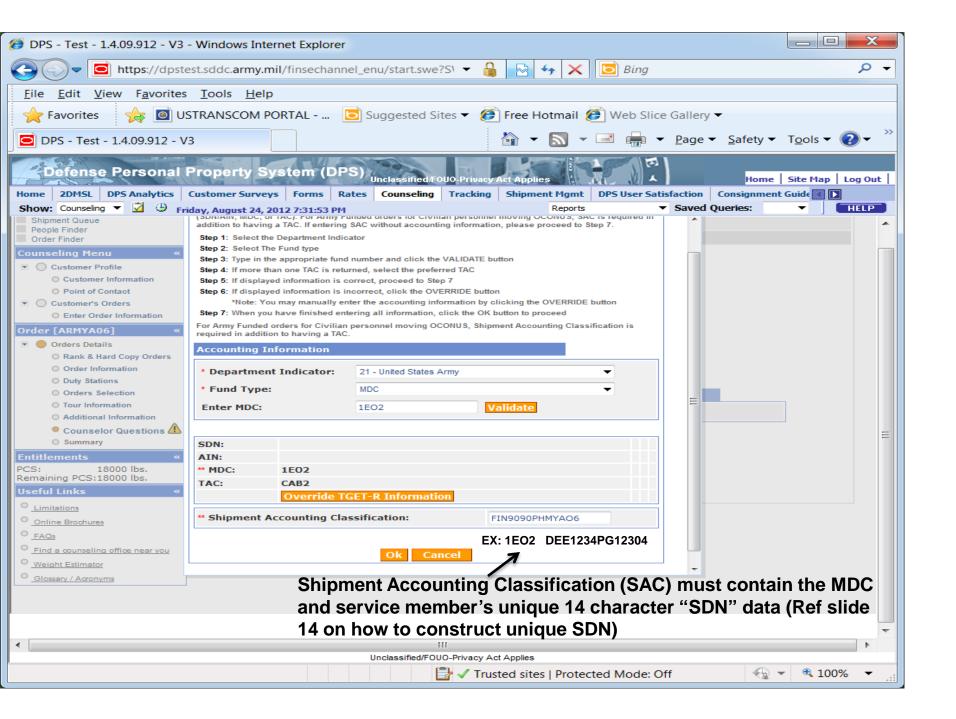


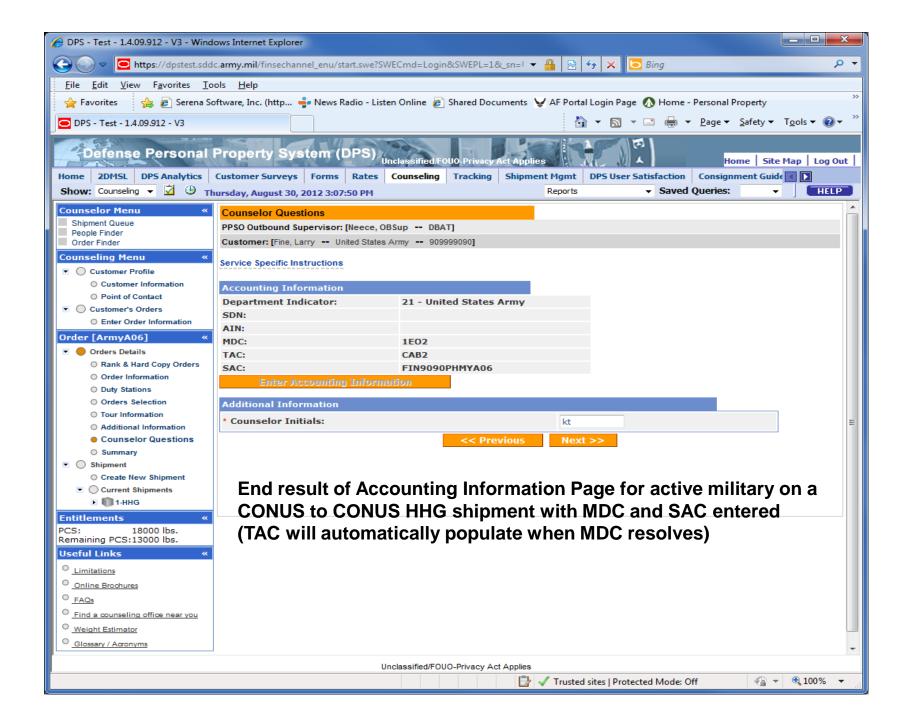


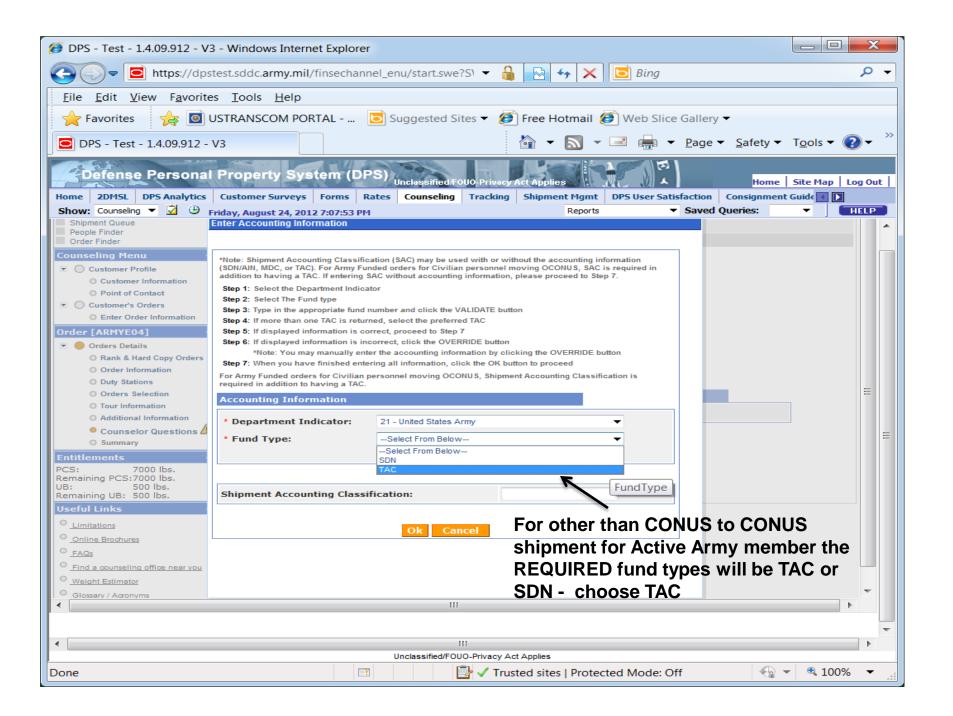


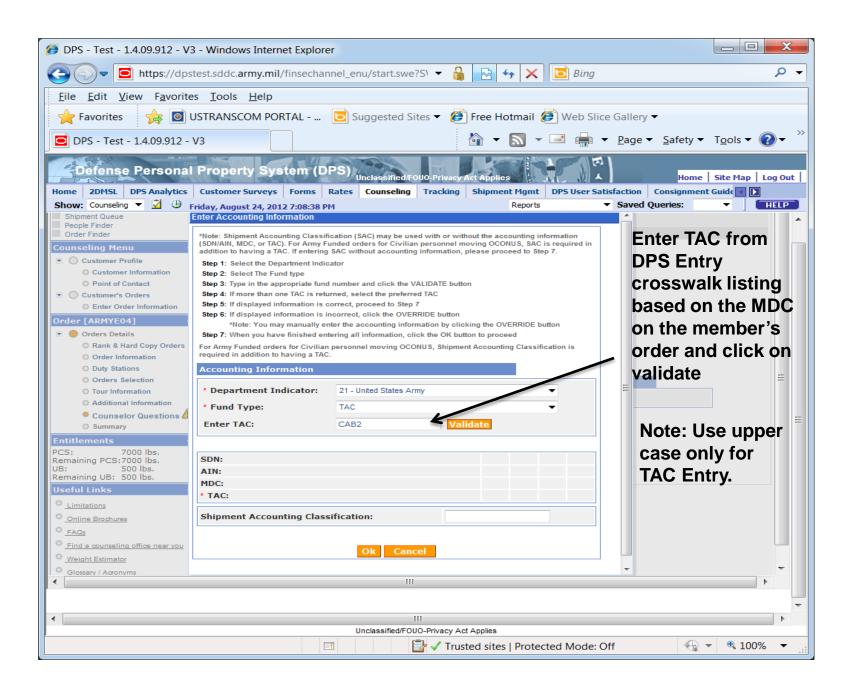


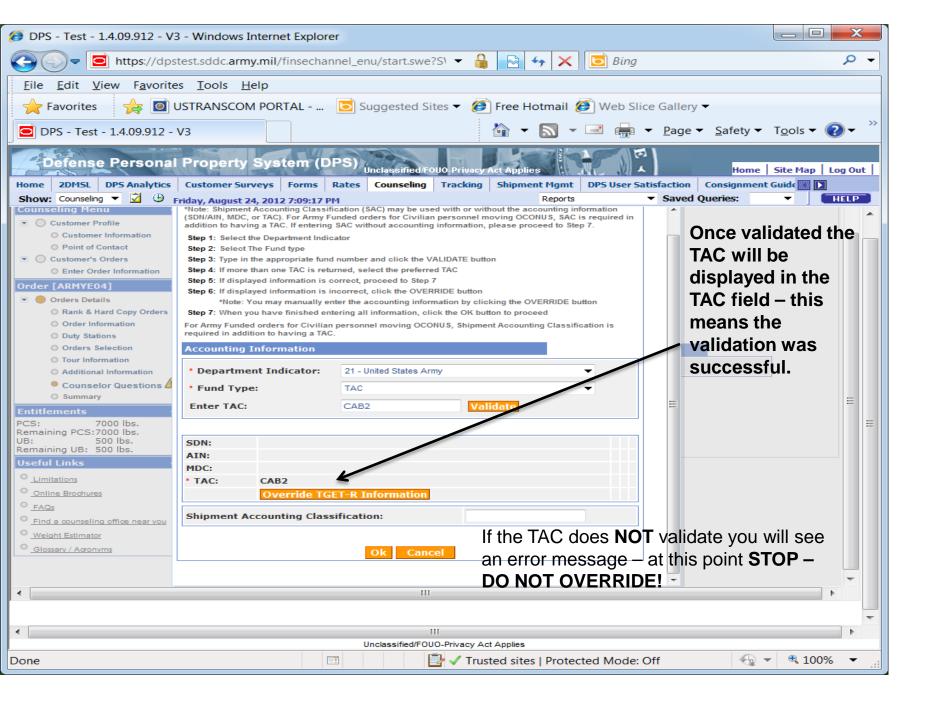


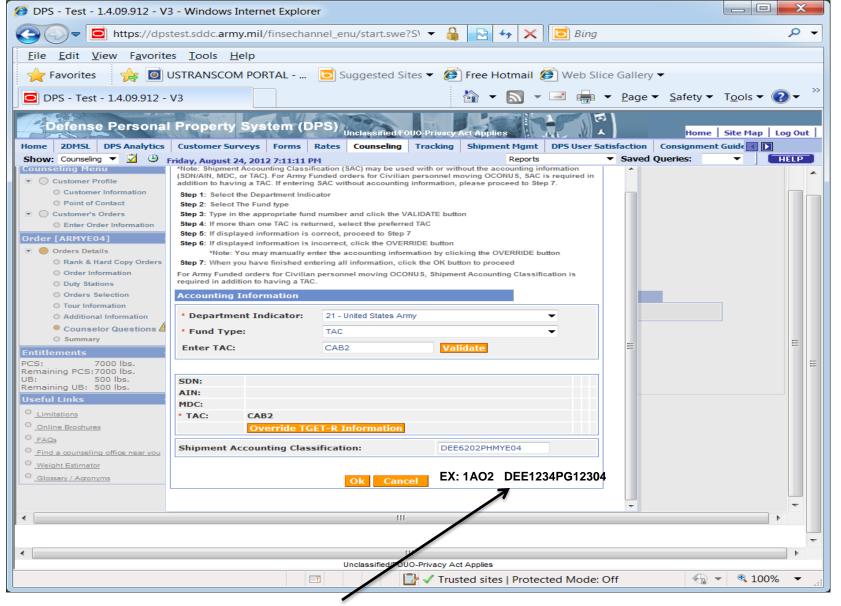




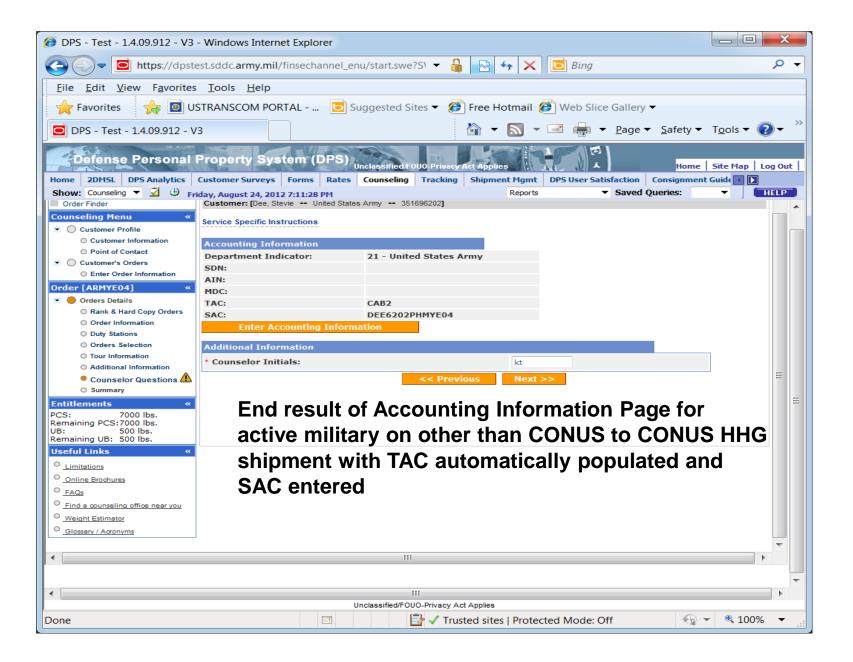








Shipment Accounting Classification (SAC) must contain the MDC and service member's unique 14 character "SDN" data (Ref slide 14 on how to construct unique SDN)



How to build the unique "SDN" that will be entered (by counselors) in the Shipment Accounting Classification (SAC) field

SDN will eventually be added to the Army active military member's order, until then this field will need to be assembled and entered by the counselor:

SDN – Standard Document Number (14 Characters) (EX: JOH1234PN34101)

```
1-3 = Last name (first 3 characters of last name)
```

4-7 = Last 4 of SSN

8 = P is for PCS (constant, always a "P" in this position)

9 = Alpha (A-M) for the month of the order date (see below)

10-14 = Last 5 digits of travel order number - Omit dashes, spaces, etc.

```
Oct = A Feb = E Jun = J

Nov = B Mar = F Jul = K

Dec = C Apr = G Aug = L

Jan = D May = H Sept = M
```

For questions on the SDN – contact Linda Waln DSN 699-4101